

CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD

Tuesday, January 31st, 2017

1:30 p.m. – 3:30 p.m.

Room 316 State Capitol

St Paul, Minnesota

BOARD MINUTES

PRESENT: Mary Ann Buck, Elaine Fink, Senator Sandy Pappas, Representative Raymond Dehn, David Lanegran, Greg Mathis.

BOARD MEMBERS ABSENT: Lt. Governor Smith, Ted Lentz, Senator Carla Nelson, John Fahning, Don Grundhauser, Representative Matt Dean and Attorney General Nathan Hartshorn

BOARD MEMBERS ALSO PRESENT: Architectural Advisors Tom Blanck, Bryan Carlson, Denita Lemmon and Michael Bjornberg; CAAPB Staff Paul Mandell, Peter Musty and Angie Theis-Kelly; David Kelliher and Brian Pease, MNHS; Chet Jorgenson, MAPE; Erin Campbell, Ass't Comm., Admin. Kari Suchy; Admin/PMD and Kenneth Erickson.

CALL TO ORDER: Mary Ann Buck gaveled the board meeting in the absence of Lt. Governor Smith, at approximately 1:40pm

AGENDA ITEM #1: APPROVAL OF BOARD MINUTES

Approval for last two Board meeting minutes October 10th and November 15th were moved by Board member Mary Ann Buck, seconded by Board member Lanegran. **MOTION PASSED.**

AGENDA ITEM #2: 2020 Comprehensive Plan for Minnesota State Capitol Area Inter-agency, community-based plan

Executive Secretary Paul Mandell said that while we have quorum, he asked that we proceed with the non-controversial motion to be followed immediately with background information.

Principal Planner and Zoning Administrator Peter Musty referred to the two page memo (the memo in the mailed Board packet) that concludes with our recommendation for a motion authorizing CAAPB staff to begin work on a new, unified Comprehensive Plan for the Capitol Area. The green page is something that will be layered into future work, which is more information that will be gone through separately. Peter Musty referred to the four reasons outlined in the memo that we are looking ahead to and that it is your discretion if you move on that with more information with discussion afterwards.

Musty stated that the CAAPB has a statutory mandate to maintain a Comprehensive Plan for the Capitol Area. Musty shared his belief that some of the reason he was hired was because he had the background in doing Small Area and Comprehensive Plan Amendments, and we are able to do this over a certain amount of time in-house given the budget and time in his Zoning Administrator duties.

Musty referred to the material on the green sheets, the four reasons of the Comprehensive Plan that outlines our responsibility:

- 1) Establishing clarity of intent of many prior studies in relation to the current plan. We are currently referencing back to a stack of documents, the most recent being the 2009 Amendment to the 1998 Comprehensive Plan.
- 2) Emerging need for new policy elements
- 3) Several new investments to protect in the Capitol Area, along with light rail and the restoration project for the Capitol Building.
- 4) Zoning can then be updated for new projects. This is one reason that cities usually do this every ten years. It is habit in the metro area and elsewhere in the state every ten years and we called for it in our last Comp Plan Amendment, so we are due at this point.

Senator Pappas asked Chair Buck for the motion. Chair Buck replied that we were looking for authorization for the CAAPB staff to begin work on a new, unified Comprehensive Plan. Senator Pappas moved motion, Greg Mathis seconded, and **MOTION PASSED.**

Planner Musty then reviewed further his memo and Comprehensive Plan, expanding on the topics of:

- 1) **Capitol Area Travel Demand Management (TDM) Project** –working with representatives of the Department of Administration, Metro Transit, and Saint Paul Smart Trips/Transit for Livable Communities and the City of Saint Paul PED on a long range multi-phase project focused on better understanding the supply and demand for workforce commuting choices and parking in the Capitol Area.

Phase I - Phase I of the project is focused on Lower Rice Street. Municipal funding from the City will enable an analysis of parking counts and commuting patterns affecting small businesses, small non-profits, churches, and the varying medium to large institutions along Rice Street such as Bethesda Hospital (HealthEast), University of Minnesota Physicians Clinic, League of Minnesota Cities, Association of Minnesota Counties, etc. Short and long range strategies for State of Minnesota assets such as the Ford Building will also be analyzed to help holistically understand the commuting and parking equation on Lower Rice St and the strategic need for additional parking facilities.

Coming Phases - Regional and/or foundation-based funding for later phases will enable an expanded look at the broader commuting patterns of workers throughout the entire Capitol Area. The work will begin with a review of state policies for the Capitol Area that date back to the 1990's, including renewal of efforts to work toward a goal first set in the 1993 Strategic Plan for Location of State Agencies to reduce to 50% the number of state employees commuting via single-occupancy vehicles (SOVs).

Alleviating the Capitol Area parking crunch -

Looking also on the supply side of the parking crunch, CAAPB will be researching short and long range strategies to address the ratio of surface parking vs. structured parking in the Capitol Area.

The longstanding dialogue on the issue will be renewed among stakeholders, including:

- proactive engagement and collaborative planning with Department of Administration and other Capitol Area institutions
- review of cost incentives/ disincentives and land use / zoning tools
- encouragement of landowners/developers during design reviews to
- consider alternatives to surface parking such as shared parking facilities and mobility / commuting planning for workers / residents.

As we welcome increased vitality in the Central Corridor and Downtown Saint Paul, the pressure for redevelopment will likely rise near the Capitol along Rice Street, at the Capitol/Rice Station Area and on the Sears site. The best practices developed in the Comprehensive Plan will likely be a very intentional mix of travel demand management projects (see above) combined with continued smart investments in structured parking solutions integrated into redevelopment projects. Comprehensive Plan policy issues to be reviewed:

- parking standards
- policies for higher and best use of land
- implementation/interpretation of the Cass Gilbert vision
- Rice Station Area Plan implementation
- analyses of the existing Comprehensive Plan against national walkability standards
- interpretation and review of CAAPB's statutory purpose

Senator Pappas expressed her hopes that the new parking ramp built for the Senate Office Building is included as part of that study because from her perspective it seems to be underutilized and if it cannot be used for visitors for security purposes, that it be opened up for more employee parking in the Capitol Complex. Pappas indicated that visitor parking is a problem and that she does not know where to tell people to park when they come to the Capitol.

Chair Buck recognized Erin Campbell, Assistant Commissioner for the Department of Administration.

Campbell addressed the Senate Building parking ramp, indicating that they are presently working with the Senate to ensure that it is fully utilized. She believes they are going to get there with Senate employees, and that they are open to conversation if that is not going to be the case and opening it up to parkers on the Capitol Complex.

Campbell stated that their relationship with the Legislature is unique in how they manage parking, stating that it is different than how they normally handle parking on the Capitol Complex. Administration parking office in non-seasonal time has over six thousand parking contracts on the Capitol Complex and thirty-one different facilities. They do not have individual contracts with the Legislators and their staff so it is managed slightly different causing some complications opening up part of a parking ramp managed one way than the other but states that it is done in other lots and can be figured out.

Board member Greg Mathis asked if this will be on the same cycle as what the all cities and Met Council guidance are using as far as timelines for updating their plans. Musty indicated that we are not technically required to do a Comprehensive Plan every ten years because we are not a municipality but we have made it a policy and it is in our Comprehensive Plan as a goal to do it every ten years. Mathis stated there is benefit when it is done all at the same time. Musty stated that if you let the plan go, that Plan and the Zoning can become more fragile as it becomes more outdated and harder to enforce.

Mathis asked what the approach for coordination is going to be with the city and the public. Musty stated that this is new and that we will be needing information and input from the city and from the Department of Administration, indicating that we are doing this in-house and will be relying on the expertise from those bodies in addition to guidance.

Campbell provided a general prospective from where the Department is at on this issue and believes this can be helpful and things learned in how they manage parking on the Capitol Complex. Campbell highlighted two things from the Department of Administration on this issue:

- 1) The Department of Administration is statutorily required to manage parking on the Capitol Complex, stating again the many parking contracts and facilities stating how parking is a difficult business and a real challenge to keep parkers happy with ever increasing rates across the Capitol Complex.

They are required to submit business plans. Parking operates as an individual business plan which means they have to figure out ongoing operations, maintenance, debt and how to charge that back to customers and contract holders. They have to balance that with trying to incentivize things like transit, telecommuting and with new improvements like access control gates and better data. Most parking is open and only monitored by Capitol Security, making this hard to get data for the business plan for the customer or contractor holder as it relates to the rates that are being asked to pay.

In the end, they are being tasked with making it work and getting a business plan that works and making sure that we are utilizing facilities, maintain and operating state assets for the long term, and ultimately keeping contract holders happy.

There is more demand than there is parking and we need to ensure that people can park within a mile from their office. Some parking lots have wait lists of several years long. They are going to utilize the information to help advance the work but that it is not a simple solution.

- 2) The Commissioner of Administration is required by statute to regularly update the states strategic plan for locating agencies and assigning and reassigning space to agencies on the Capitol Complex. The last time that was done was in 1993. They have been requesting to update and have a request out for about one million dollars for a thorough update (though past requests have been denied by the Legislature, according to Mandell).

This has become a timing and coordinating question for them. Campbell believes the first phase is fine. A strategic plan of how the Capitol Complex will be for ten to twenty years, with an analysis about bringing people back to the Complex with leased verses owned space and what is better for the State and the Capitol Complex with regards to growth.

Peter Musty added that the existing Strategic Plan, updated in 1995, is a very good plan and sets a high standard in the reduction of single occupancy vehicles. It has a Travel Management Plan and just like our Comprehensive Plan, it has not received enough attention and could benefit from this TDM Project.

Paul Mandell responded to Board member Mathis stating that CAAPB, as a state agency doesn't answer to the Met Council. Our Comp Plan is subject to periodic reviews by several different departments. The Zoning ordinance, by state law, goes through Administrative Procedures Act with various stages of reviews, a year and a half long process. It is a procedure that is very, very lengthy.

Mathis addressed Chair Buck and Paul stating he is glad all of this is being coordinated because Saint Paul is a big partner to make all of this work and that it being done at the same time will only help.

Chair Buck referred to the bottom of page two of the green sheet regarding participation. She hopes that people on this Board will do so and that it would be nice to see more action from Board members other than just attending the meetings as she states her personal opinion.

Musty proceeded to summarize the plan.

2) Rice Street Commercial Vitality Zone (CVZ) -

CAAPB Staff is working with City of Saint Paul Planning & Economic Development (PED) to conduct planning for Lower Rice Street, powered by the City of Saint Paul's Commercial Vitality Zone (CVZ) Program. The area of focus is the four blocks of the Rice Street commercial corridor from University Avenue to Pennsylvania. The outcome of the Predevelopment stage is formation of a larger strategy that would compete with other Saint Paul CVZ's for larger public investment aimed at incentivizing reinvestment and redevelopment.

Outcome of Predevelopment Work -

At the end of the process (possibly by late winter of 2017), Saint Paul PED and CAAPB staff will collaboratively propose a project or set of small projects, along with a larger strategy, that may lead to implementation of a larger CVZ program investment of \$375,000.

CAAPB Staff's Role in Rice Street Commercial Vitality Zone (CVZ) Strategy -

Peter has been invited to construct and conduct a Predevelopment Strategy by Saint Paul PED. Working with staff from PED and from other public bodies, along with a small team of consultants, he will develop an approach anchored by both market research and quantitative analysis of transportation and access, including parking supply and needs.

Musty indicated he will bring more details when the project starts as to what the Commercial Vitality Zone is all about, including a City of Saint Paul representative, adding that he would like to see CAAP Board member participation on this as well.

3) City of Saint Paul's 2040 Comprehensive Plan Update (City-Wide) -

CAAPB Staff will be working with representatives from City of St Paul PED, likely in review and advisory roles regarding future land use plans for the Capitol Area, as the City goes about updating its city-wide Comprehensive Plan by 2018. Lucy Thompson of Saint Paul PED will be leading the effort on behalf of city staff.

Musty may have Lucy Thompson come give a report on their Comp Plan and get some broader reactions from the Board at a future Board meeting.

<https://www.stpaul.gov/departments/planning-economic-development/planning/2040comprehensive-planning-process>

4) **Ramsey County's Rice Street Transportation Safety Study & Reconstruction -**

As stated at Ramsey County's website:

"The Rice Street transportation safety study area includes Rice Street between University Avenue and Larpenteur Avenue in Saint Paul. Short segments of Rice Street will be reconstructed beginning in 2019."

CAAPB Staff will be monitoring and updating stakeholders on the County led project for designs or developments that affect the Capitol Area – issuing updates as available to the CAAPB and to district stakeholders such as Capitol Heights Block Club and the Rice Street business community. Where feasible, CAAPB staff will encourage direct participation by Capitol Area stakeholders in the design process.

With the new I-35 improvements, the County wants to do a safety study on Rice Street area from our area up to 694 reconstruct. Make sure our input is heard.

<https://www.ramseycounty.us/residents/roads-transit/future-road-construction-projects/ricestreet-transportation-safety-study>

5) **CAAPB Staff & New Advisors: Design Principles for Building Frontage**

CAAPB Staff will be working with CAAPB Architectural Advisors to set in place a set of simple illustrated design principles for building frontages, serving as a visual guide and checklist useful to Advisors when reviewing a project. By focusing on material, configurations and techniques of proposed ground level building facades and their varying yards landscaping and spaces (frontages), the guidelines will help to ensure that new buildings address streets and public spaces with the highest of standards, with regard to context, and so they are in conformance with the goals for walkability and urbanism set forth by the CAAPB by Statute, in the Comprehensive Plan, and in the Rules for Zoning and Design. The idea is not to prescribe architectural styles, but to bring more objectivity and rigor to a process that can often become very subjective.

Musty hopes to start discussion with the new advisors and bring this subject back in front of the Board at a later time.

Mary Ann Buck motioned, Greg Mathis seconded. **MOTION PASSED.**

Buck referred back to number one on the agenda regarding the sendoff and thank you to Tom Blanck for his many, many years of service. Blanck was presented with a Certificate of Recognition. He has been with the Board for twenty one years. Mandell presented to Blanck his mug with his name on it that will now be retired and a writers' journal with various architectural elements on the covers.

Blanck read a two page final report he had prepared for the Board for his sendoff.

Buck introduced Advisor Tom Blanck's replacement, Advisor Denita Lemmon from Miller Dunwiddie where Lemmon has practiced Architecture and Preservation for the last twenty two years.

Buck introduced Advisor Paul Mellblom's replacement, Advisor Michael Bjornberg. He has been working preservation for over thirty years including most recently, leading the HGA team for the Capitol Building Restoration project.

The Board then introduced themselves to Advisors Lemmon and Bjornberg.

Paul Mandell introduced the CAAPB new Office Administrative Assistant, Angie Theis-Kelly, who started January 4th. She has been with various state agencies including MnDOT, MnSCU, Department of Administration, Commissioner's Office, Department of Corrections – MCF Lino Lakes and private sector.

Mandell provided an update on the CAAPB Biennial Budget and other Legislative matters, referring to the green packet. All agencies were told not to assume any increase in expenses, which put the CAAPB at a deficit with rent, IT, and the cost of health insurance going up. The assumption is that there is no cost of living increase for the staff. We put in a change order with the Governor for a twenty thousand and a thirty thousand dollar increase, which is a six and a nine percent increase.

Since that time, we have leased out two of the offices within our suite to the Department of Administration personnel which has helped reduce some of the rent. We also downgraded the Office and Administrative Specialist (OAS) position from a Principal to an Intermediate.

The Governor in his budget book came out with a one percent and a one percent increase, so his recommendation is for a three thousand dollar increase each of the next two years, so it would be going from three hundred forty five thousand to three hundred forty eight thousand and three hundred fifty two thousand.

In the Legislature, House and Senate State Government Finance chairs have asked for a full accounting of the budgets, how many FTE's you have, the history of the FTE's, (which has been three for over a decade), how many managers, supervisor levels, staff positions, and how many clerical positions you have.

They asked what would possibly happen if you were to get up to a ten percent cut. Minnesota Management Budget (MMB) is working on a response on behalf of the small agencies. Some have chosen not to respond. We are prepared to respond stating that if we don't even get the one percent increase that the Governor is recommending, we could be closed again on Fridays, like we were for four years under the Pawlenty Administration, during the time of a deficit as opposed to the over one billion dollar surplus we have now. We are thankful that the Governor gave us something.

Mandell referred to the organizational chart, which shows the current personnel stating that they had asked for this as well. It has been awhile since the chart has been updated, being that the office staff has been in transition for the past few years, at points with just one, now back at full comp.

The Legislature had already been saying that with the Governor's budget is the largest ever. We intend to argue against cuts to States Government Financing and hoping that making a case that one percent doesn't even come close to meeting inflation. Hopefully they will acknowledge that this makes sense for a small state agency and will give us the one percent.

Under other Legislative matters they are talking a bonding bill again. The things that would be most pertinent to us are:

- 1) Lower level of the Centennial Parking Ramp which is in desperate need of repair. Those four hundred parking spots have been moved to the Sears Parking Lot until further notice, which has been put off quite some time now. They have ten million dollars to fix it. The Senate is proposing the funding of it too as well as the Governor.
- 2) Capital Asset Preservation. There is three hundred fifty thousand dollars towards the 2.5 million dollar complete restoration of all of the memorials, sanctuaries, etc... of the Capitol grounds. This will be a long term phase project. In addition, there are security upgrades. As an Executive Director, Mandell sits in on the Capitol Building Security Task Force. There are security upgrades such as lighting and cameras, and talk of metal detectors at the doors of the Capitol Building, the tunnel system and rest of the State Buildings at the cost of ten million dollars.

Musty provided an update to recent Zoning and Development Projects. Referring to two main projects:

- 1) Corner of Como and Rice with the development of senior housing with commercial space below. There is a concept systematic plan approved from the Board to administer a Zoning Permit provided they have one more thorough review with the Architectural.
- 2) Health East Parking. They are intent on finding additional parking very close to their clinic and we have been working with them on solutions.

Mandell provided an update of Capitol Building artwork. Referring back to the last Board meeting when the Board approved the Historical Society's position with regard to the Governor's portraits, the Native American artwork in the Governors Reception Room, his outer office as well as other Hearing Rooms, in addition to Lt. Governor Smith's motion to not return the Civil War artwork to the Governors Suite and Reception Room. Since that time, the Preservation Commission met and was strongly in favor of the Civil War art returning (a lot of press coverage about this). The Historical Society met again and unanimously recommended the Civil War art go back into the Governors Reception Room. It can be found there today, in place with lighting. The two Native American pieces were not returning, so those are blank pieces of the wall right now.

Most recently, the Historical Society Ad Hoc Executive Committee met. They reversed their decision saying that all Governors portraits should be returned to the Capitol. This keeps the decision making in the arena of both the Historical Society and the CAAPB.

David Kelliher of the Minnesota Historical Society stated that in response to strong interest from the public and the Legislature, MNHS had reassessed its' thoughts for the Governors Portraits. He indicated that we want to have good, strong interpretation of those portraits and will be working in the coming months and years to make sure that people put those portraits in context so all can understand the roles that those individuals played in the broader sweep of Minnesota history.

Tom Blanck asked what will happen with the paintings that have been removed the New Ulm and the Father Hennepin. Kelliher said that they are still working on the exact placement of those paintings. The vote for New Ulm was to have it removed from the building along with Kill Deer Mountain. Traverse des Sioux and Father Hennepin paintings will be in the building with a good possibility of them being in the Cass Gilbert Room but trying to figure out if the wall structure works and the other interpretation that is envisioned for that room works all together. They are still having conversation about that, but they will be somewhere in the building. They are so huge that locations for those paintings are limited.

Buck asked the Board if we want make any changes to our position and support the Historical Society or to stay where we were. Senator Pappas stated that without Lt. Governor Smith there to dismiss, who was representing the Governor and had strong feelings about this, suggested that we not take a position to change our position without consulting with her. Buck agreed and suggested that maybe something can be added to the next agenda and discussed at that time.

Mandell invited everyone now that the Capitol Building is open to take in the Cass Gilbert room, the Business Center with the open space for people to enjoy, the Gallery that some have seen on tours, the basement, the Governors Reception Room and the newly restored Civil War Painting, and all of the exhibits.

Buck moved adjournment at approximately 3:00pm.

Respectfully submitted by:
Angie Theis-Kelly, OAS Intermediate